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L INFORMATION HANDBOOK

FOR SINGLE PARENTS

ON SOCIAL ASSISTANCE

by the

COMMUNITY PERMANENT PART-TIME WORK COMMITTEE

JULY 1980

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INTRODUCTION

The purpose of this handbook is to serve as a general information guide for single parents who are on Family Benefits Assistance (F.B.A.) and those who wish to apply for assistance under The Family Benefits Act. We have attempted to provide basic answers to some questions which sole-support parents may have about F.B.A. Legislation, in the Hamilton area.

We also have prepared a list of services available to single parents in need of advice or support while encountering difficulties which may arise out of their particular situation.

We would like to acknowledge our sincere thanks to all those who have helped compile the information in this handbook under the direction of the Community Permanent Part-Time Work Committee. Special thanks to Loreta Zubas who, under a Youth Job Corps program, co-ordinated the preparation of this information. We hope it will help to solve some of the communication problems between F.B.A. recipients and their community.

Community Permanent Part-Time
Work Committee.

PART I

YOUR RIGHTS UNDER MOTHER'S ALLOWANCE (F.B.A.)

ARE YOU ELIGIBLE?

To receive Family Benefits you must live in Ontario, belong to an eligible group, and be in financial need.

Eligible Groups Include:

- Mothers who are at school or home, raising the children alone (widowed, deserted, divorced, etc.).
- A dependent father with dependent children who is permanently unemployable or disabled.
- An individual who takes in children who are not wards of the Children's Aid Society, provided the natural parents are not able to provide for the child(ren).
- Women between the ages of 60 and 65 who are living alone or with relatives (not spouse).
- People of either sex who are blind, disabled, or permanently unemployable (PUE), (18 years of age minimum).
- People of either sex who are over 65 and not eligible to receive Old Age Security or another allowance, for example, recent immigrants whose sponsorship breaks down.

Under the new Family Reform Act, a spouse who can afford it must contribute support, to a spouse if he/she is in need. Common law relationships where persons live together as husband and wife may also fall under this Act. How much support is determined by the needs of the supported family and the means of the supporting spouse.

If you think you are eligible for support from your spouse you can obtain an application for support from Unified Family Court.

After completing the application you may at some time have to go to Family Court where there may be a hearing to determine whether or not your spouse should contribute to your support and how much.

Although you do not need a lawyer, some legal advise may be helpful in your application - apply to Legal Aid or approach one of the advocacy services listed in this booklet.

HOW TO GET FAMILY BENEFITS:

To begin your application for Family Benefits in the Hamilton area call 526-9300 (Intake).

Be prepared for a few general questions regarding your circumstances.

If you are on General Welfare Assistance, ask your G.W.A. worker to submit an Application Request for Family Benefits on your behalf.

After your initial contact with COMSOC, a field worker will visit. The purpose of this home visit is to verify your address and complete a more indepth application. To do this the field worker will need to look at the following documents:

- proof of age, such as birth certificates;
- proof of marital status, such as a marriage licence or divorce papers;
- proof of expenses, such as rent and fuel receipts, and tax assessment papers on your property;
- proof of income and assets, such as your bank books for the past three years;
- Social Insurance card (if you have one).

You will also be asked to sign a special 'Consent to Inspect Assets' form. The form allows the field worker to look at any bank, credit union, trust account or safety deposit box that is held by you or your dependents. Soon after the home visit, you should receive a notice from Queen's Park that your application for F.B.A. is being processed; within 8-10 weeks afterwards, you should receive a decision as to whether or not you qualify.

HOW TO APPEAL:

If you are not satisfied with any decision made regarding your allowance, you should appeal it.

Talk to your worker or his/her supervisor - find out why the decision was made and if there were any mistakes made on your application, have them corrected.

If this doesn't work, write stating the reasons for your dissatisfaction to:

Director, Income Maintenance,
Ministry of Community and Social Services,
Queen's Park,
Toronto, Ontario.
M7A 1E9

It is important to write to the Director within 10 days of the time you learn about the decision.

If the Director does not change the decision, you may file an appeal with the Social Assistance Review Board (SARB). This should be done within 30 days of the decision on your case.

It does not cost you anything to appeal a decision about Family Benefits.

For an appeal concerning a F.B.A. allowance, ask for a 'Notice of Request for Hearing and Review' from your field worker or from the Hamilton COMSOC office. Again, any of the advocacy services listed in this booklet will help you with the form and will represent you at the appeal. It is in your interest to attend the hearing, with a representative.

No decision is made at the time of the hearing: instead, you will receive written notice of the Board's decision within 40 days after the hearing is held.

If you disagree with the decision of the Board, you may, in some cases, appeal to the Supreme Court of Ontario. In order to do this you will need a lawyer. This appeal must take place within 15 days of the SARB decision.

HOW MUCH YOU GET.

The Ministry of Community and Social Services (COMSOC) offers information on the calculation of F.B.A. payments in their booklet, For Your Benefit (March, 1980), available from the Ministry's Hamilton office.

The allowance accounts in part for basic needs such as housing, food and utility costs, for medical costs (through OHIP), dental care, and other costs that might occur during illness or pregnancy for instance. As your family situation changes, so may the amount of financial assistance you receive. The number of children and their ages, changing living expenses (rent), and outside income sources may effect your payments. Check with your field worker when your circumstances change.

The amount of F.B.A. you receive will be influenced by work earnings or government allowances such as pensions.

A work incentive program introduced by COMSOC in 1979 should be examined by any F.B.A. recipient thinking about work on a full-time basis. Part-time earnings also affect the amount you receive from F.B.A.

Full-Time:

To be eligible for the work incentive allowance you must be a Family Benefits recipient who has been in receipt of social assistance for at least three months. Eligibility for the allowance will normally last for a period of 24 months.

Under the work incentive program sole-support mothers are eligible for up to \$150 per month, depending on earnings and family size.

The following table taken from Fcr Your Benefit (p. 21) will help to clarify the work incentive program.

Sole Support Mothers

Family Size	Mthly Cash Benefit	Benefits After Earnings of:	Reduced Rate	Reduction Cease	All Benefits After
2	\$100	\$583	50%		\$783
3	130	583	50%		843
4+	150	583	50%		883

Your monthly cash benefit, as you can see from the table, will be reduced by 50 cents for each dollar earned above \$583 per month.

Also, when you start working full-time you are eligible for a phase out allowance which can be paid in one lump sum of \$225.00 or in three installments of \$100.00 the first month, \$75.00 the second month and \$50.00 the third month. This phase out allowance is paid regardless of the amount of money you earn or whether or not you qualify for the Work Incentives Program.

As long as you qualify for the Work Incentive Program you will continue to be eligible for:

- free OHIP;
- free prescription drugs;
- free eye glasses;
- basic dental care for families.

These fringe benefits will be extended for a period of three months after the work incentive allowance ceases.

If your employment ceases within a period of 24 months your application for the F.B.A. program will be reviewed immediately.

Although there will be no limit on the number of times an individual can requalify for the Work Incentive Program, the extra \$225 in cash will be limited to once a year.

Part-Time:

If you are a sole support mother, \$100.00 of your work earnings are exempt from any reductions. On top of this, you are allowed a monthly work expenses exemption of \$10.00 for yourself plus \$5.00 for each dependent up to a maximum of \$25.00.

The next \$100.00 of your earnings are subject to a 50% tax-back rate which means if you earn \$100.00, \$50.00 is deducted from your Family Benefits allowance. Any earnings above this are deducted totally from your allowance.

Seasonal fluctuations in earnings are averaged automatically, for your benefit, over a 4-month period.

Other Income Sources:

Other income sources come to F.B.A. recipients by rent payments from, boarders, earnings from children's wages, support income from a spouse or other government income (e.g., Unemployment Insurance, Canada Pension Plan). These payments will affect the amount of Family Benefits payments. On the other hand, there are incomes which do not affect F.B.A. payments such as baby bonus. To be clear about this - check it with your field worker.

OVERPAYMENTS AND OTHER PROBLEMS:

An overpayment occurs when you receive more money than you are entitled to. This can occur in a number of ways. If it happens,

THE MINISTRY CAN AND PROBABLY WILL REQUIRE THAT THE MONEY BE PAID BACK. Most often, the money is paid back in monthly installments which are deducted from your cheque by the Ministry. In some cases, the Ministry will require that an overpayment be paid back in one payment; however, most are recovered through small monthly payments.

If you are wrongly charged with an overpayment-appeal!

AND FURTHER:

According to eligibility regulations, a woman on Family Benefits must be raising children as a single parent. In the past, women on F.B.A. who were found living with a man were automatically cut off - denied benefits. The question the court asks is whether or not the woman is "living with another person as husband and wife."

In 1978, the Supreme Court of Ontario said that the major deciding factor should be whether or not the man was providing economic support for the woman. However, also in 1978, the Court said that the "spousal issue" involves social, economic, familial and sexual relationships, and considered all of these factors.

Even though an appeal can be time consuming, in a case of this kind, you should appeal. Again, the advocacy services in Hamilton will help you with this kind of an appeal. Should your appeal require the services of a lawyer, you can apply to the Ontario Legal Aid Plan for a legal aid certificate.

PART 2

SERVICES WITHIN YOUR COMMUNITY

EMERGENCY SERVICES

Fire, Police Ambulance

Dial 911

Community Distress Centre

525-4111

24-hour service.

A crisis intervention service with trained volunteers acting to support callers in all types of situation.

Confidential. Referrals given.

Parents Anonymous

632-7976

A 24-hour crisis line for troubled parents who can speak to trained volunteers (other parents).

527-5717

Confidential. Referrals given.

EMERGENCY ACCOMMODATION (with children)

Hope Haven

547-1815

984 Montclair Ave.

Temporary shelter for the abused family of an alcoholic.

24-hour phone line.

Drop-In Centre operating between 9:00 a.m. - 11:00 a.m.
1:30 p.m. - 4:00 p.m.
7:00 p.m. - 9:00 p.m.

Inasmuch House 529-8149
120 Emerald Street South

Offering temporary accommodation for mothers and children.

24-hour Phone line.

Hamilton-Wentworth Chapter of Native Women 522-1501
47 East Ave. North

Temporary accommodation for Native Women and their children.

24-hour Phone line.

FOOD AND CLOTHING

Notify your worker who will contact:

Salvation Army - Family Services Department 525-4429

St. Matthew's House 523-5546
414 Barton Street East

HOUSING SERVICES

Hamilton-Wentworth Housing Authority 528-7901
I.B.M. Building,
25 Main Street West, Suite 701
P.O. Box 2022,
Hamilton, Ont. L8N 3V6

If you are considering subsidized housing, you must go to the offices to make application.

Call between 9:00 a.m. - 5:00 p.m. on weekdays.

NON-PROFIT HOUSING

Urban Native Homes Incorporated 527-5677
120 John Street North,
Hamilton, Ont. L8R 1H6

Call between 9:00 a.m. - 5:00 p.m. on weekdays.

NON-PROFIT HOUSING (cont'd)

Victoria Park Community Homes
61 Rebecca Street,
Hamilton, Ont. L8R 1B5

527-1900

Call between 9:00 a.m. - 5:00 p.m. on weekdays.

Both of these organizations aim to provide reasonably priced housing for low and moderate income families.

PARENTING SERVICES

Being a single parent is not easy - support groups are operating throughout Hamilton to make your job easier.

Parents Anonymous 632-7976
P.O. Box 843,
Burlington, Ont. L7R 3Y7 527-5717

A self-help group of parents wishing to improve their relationship with their children.

Weekly meetings.

Parents Without Partners 545-8860
P.O. Box 191, (answering service)
Hamilton, Ont. L8N 3A2

Children's Aid Society of Hamilton-Wentworth 522-1121
143 Wentworth Street South, 522-8053
Hamilton, Ont. L8N 2Z1 (after hours)

* * *

Catholic Children's Aid Society of Hamilton-Wentworth 525-2012
627 Main Street East, Suite 302,
Hamilton, Ont. L8M 1J5

A number of programs relating to single parent families are available at both these agencies - both have after-hours answering services.

Big Brother Association of Hamilton 525-3860
45 Victoria Ave. South,
Hamilton, Ont. L8N 2S8

Providing services for fatherless boys.
Call between 9:00 a.m. - 5:00 p.m. on weekdays.

One Parent Families Association of Canada
Box 6063, Station "F"
Hamilton, Ont. L9C 5S2

HEALTH SERVICES

Hamilton-Wentworth Regional Health Unit 528-1441
 74 Hughson Street South,
 P.O. Box 897,
 Hamilton, Ont. L8N 3P6

A number of health-related services are offered through the Health Unit, some of these involving:

- home visits by a public health nurse
- health instruction (throughout city)
- services for psychiatrically disturbed, aged, children
- public health inspection
- immunization clinics

Call between 9:00 a.m. - 4:30 p.m. on weekdays.

Canadian Mental Health Association 528-7059
Mental Health Hamilton
 131 John Street South,
 Hamilton, Ont. L8N 2C3

A number of programs are available regarding the care, treatment and rehabilitation of the mentally ill.

Call between 9:00 a.m. - 4:30 p.m. on weekdays.

Addiction Research Foundation 525-1250
 103 John Street South,
 Hamilton, Ont. L8N 2C2

Support for people assisting drug-dependent or alcoholic persons, as well as people with these problems who need help.

Referrals provided. - Call between 9:00 a.m. - 4:30 p.m. on weekdays.

Alanon and Alateen 522-1733
 P.O. Box 5092, Station "E":
 Hamilton, Ont.

Helping family members and friends of alcoholics.

24 - hour Phone line.

Alcoholics Anonymous 522-8392
 42 James St. North, #510,
 Hamilton, Ont. L8R 2K2

For alcoholics who need support - 24-hour Phone line.

DAY CARE

TYPES OF DAY CARE AVAILABLE

1. Full Day Care Centres

- full and half-day programs offered.
- also offered integrated programmes for developmentally and physically handicapped children (Red Hill Children's Centre, and Mohawk College).

2. Half Day Programmes

a) Co-operative Pre-Schools:

- parents organize and operate these centres under qualified supervisors, Early Childhood Education graduates or equivalent.
- parents are required to participate.
- contact, Hamilton District Council of Parent Participation
Pre-Schools - 529-0457 for further information.

b) Family Service Agency - Half day programme offered. Also integrated programme for developmentally handicapped children is offered.

3. Private Home Day Care

Day Care given in supervised private homes. The programme is operated by the Child and Family Services and is available primarily for infants and school aged children, as well as pre-school children. This programme may provide care for children whose parents work shifts.

Regional Social Services Hamilton-Wentworth, Child and Family Services Division,
P.O. Box 910,
100 Main Street East - Entrance on Catherine Street
Hamilton, Ontario.
L8N 3V9

Phone: 526-4288, applications by appointment only.

A subsidized Day Care is available in the licenced centres which have a purchase of service contract with the Regional Municipality of Hamilton-Wentworth.

When an application for Day Care Subsidy is made, it is necessary to present proof of any and all income and expenses.

The subsidy is available in the Purchase of Service Centres, Red Hill Children's Centre and Private Home Day Care Programme for children between the ages of six weeks to ten years. School aged children, between the ages of six years to ten years are generally accepted only in Private Home Day Care settings, apart from a few centres which may accommodate this age group.

Please note private babysitting arrangements cannot be subsidized by the Region.

LICENSED DAY NURSERIES IN HAMILTON

CENTRAL HAMILTON	ADDRESS	PHONE	PROGRAM INFORMATION		
			FULL DAY	HALF-DAY A.M.	P.M.
* Central Day Care Centre	101 Catherine St. S.	527-2811	X		
Child Development Centre	22 Leamington St.	526-0754	X		
* St. Matthew's Children's Centre	414 Barton St. E.	525-9316	X		
* Church of St. Peter's Children's Centre	705 Main St. E.	547-4791	X		
* Hamilton Day Care for Children	28 Duke St.	529-3709	X		
* Hansel & Gretel Co-op	47 Ottawa St. S.	547-3648	-	X	X
* Honey Bears Co-op	200 Sanford Ave. N.	522-5840		X	
* Kiwanis Day Care	45 Ellis Ave.	549-2814	X		
Mother Goose Co-op	700 Main St. W.	525-2254	X		
* North-West Communicare	69 Pearl St. N.	529-2187	X		
St. Giles Nursery School	35 Holton Ave. S	544-3232		X	X
* Teddy Bear Day Nursery	61 Rebecca St.	528-5640	X		
Wentworth Montessori	107 Hess St. N.	523-7271	X	X	X

* Centres with the Contract

LICENSED DAY NURSERIES IN HAMILTON

EAST HAMILTON	ADDRESS	PHONE	PROGRAM INFORMATION		
			FULL DAY	HALF-DAY A.M.	P.M.
* Centre Day Care	19 Argyle Ave.	545-9707	X		
* Eastgate Day Care Centre	8 Keats Rd.	560-4624	X		
Garside Day Care	49 Garside N.	549-4516	X		
* Glencastle Day Nursery	102 Glencastle Dr.	561-4661	X		
* Family Life Centre (East end)	467 Beach Blvd.	523-5640	X	X	Family Services
Laurier Co-op	50 Albright	561-8980	X	X	Co-op
* Lucky Day Nursery	120 Crosthwaite N.	544-0885	X		
* Maggie Muggins Day Nursery	475 Greenhill Ave.	561-5789	X		
Nash Rd. Day Nursery	201 Nash Rd. N.	560-0800	X		
* Normanhurst Co-op	1621 Barton St. E.	544-9013	X		
* Playmates Co-op	Cochrane & Montrose	549-4411	X	X	Co-op
* Playtime Day Nursery	195 Parkdale Ave. S.	549-5314	X		
* Red Hill Children's Centre	Mt. Albion & Hixon Rd.	525-4401	X		Hamilton Municipal Centre

*The Centres with the contract.

LICENSED DAY NURSERIES IN HAMILTON

WEST HAMILTON	ADDRESS	PHONE	FULL DAY	HALF-DAY A.M. P.M.	PROGRAM INFORMATION
Live Wires Co-op	235 Bowman	522-0173	X	X	Co-operative
Hamilton Montessori	86 Homewood Ave.	522-1265	X	X	
Main West Day Care	1940 Main St. W.	555-4152	X		
McMaster Day Care	McMaster University Box 140	526-1222	X		
McMaster Student Union Day Care	1145 King St. W. Homewood Ave.	526-1544 522-4970	X	X	
Robin's Early Childhood Centre					
Temple Anshe Sholom Nursery	215 Cline Ave. N.	523-0121	X		
Westdale Co-op	99 North Oval	528-4215	X	X	Co-op

LICENSED DAY NURSERIES IN HAMILTON

HAMILTON MOUNTAIN	ADDRESS	PHONE	FULL DAY	HALF-DAY A.M.-P.M.	PROGRAM INFORMATION
A New Life Children's Centre	7 Lawfield Dr. Box 590 Sanatorium Rd	385-7400	X	X	X
Chedoke Nursery School	501 Upper Sherman	387-1330	X	X	X
Enchanted Castle Pre-School	10 Limeridge Rd. W.	385-7640	X		
Enchanted Cottage Pre-School	75 East 36th	387-3311	X		
Family Life Centre - Mountain	867 Upper Ottawa	389-8481	X	X	Family Services
Forbid Them Not Centre	44 Glendale Dr.	385-1941	X		Open 24 hours
Hamilton Mini-Skool	155 East 26th St.	368-5352	X		
Humpty-Dumpty	87 Brentwood Dr.	385-6143	X	X	Co-op
Huntington Park Co-op	329 Mohawk Rd. W.	385-4911	X	X	Co-op
Infant Jesus Nursery	510 Mohawk Rd. W.	388-1077	X	X	
Little People's Day Care	135 Fennell Ave. W.	385-4722	X	X	School-age children also.
McHawk College Children's Centre	243 Fennell Ave. E.	389-4461	X	X	
Mountain Family Y.M.C.A. Day Care	297 Mohawk Rd. E.	383-2139	X	X	
Mountain Day Nursery	55 Sanitorium Rd.	385-3313	X	X	
Paradise Day Nursery	St. Andrew's Church Mohawk & Upper Paradise	383-0463	X	X	Co-op
Peter Pan Nursery	47 Vickers Rd.	383-7411	X	X	
Pied Piper Co-op	440 Upper Wentworth	385-8360	X	X	Co-op
Pumpkin Patch Day Care Centre	9 Clarendon Ave.	388-2882	X	X	
Tapawingo Tribe	57 Mohawk Rd. E.	383-5937	X		School age children also
Tiger Town Day Nursery	689 West 5th St.	383-1931	X		
Westmount Children's Centre	11 Sunninghill Ave.	389-2580	X		
White Heather Nursery School		383-4533	X		

DAY CARE

FINANCIAL ASSISTANCE FOR DAY CARE

To determine if you qualify to receive subsidy for Day Care Services contact:

Regional Social Services,
Child & Family Services,
P.O. Box 910,
100 Main Street East, Entrance off Catherine Street
Hamilton, Ontario.
L8N 3V9
Phone: 526-4288

Subsidized Day Care is available in a licenced day care centre that has a purchase of service agreement with Region of Hamilton-Wentworth or a supervised private home day care service.

When you are making application for subsidized day care, you must go to Regional Social Services and bring proof of your income and expenses.

Children must be under 10 years of age to be eligible for subsidized day care.

Note: Some day care subsidy is available for school-aged children.

COMMUNITY AND NEIGHBOURHOOD SERVICES

The following are community centres which carry out a number of services and programs in their local neighbourhoods. These Centres take action in a number of areas, (e.g., housing, community development, day care, senior citizens, etc.) and offer information services which might include, counselling, referral and legal advocacy. Each Centre is unique and provides remedies to local problems - call your nearest community centre for information about their activities (call during 9:00 a.m. - 4:30 p.m. on weekdays).

McQuesten Legal and Community Services 360 Queenston Road, Hamilton, Ont. L8K 1H9	545-0442
Strathcona Community Centre, 152 Locke Street North, Hamilton, Ont. L8R 3A9	527-4572
St. Matthew's House, 414 Barton Street East, Hamilton, Ont. L8L 2Y3	523-5546
Wesley Centre, 61 Rebecca Street, Hamilton, Ont. L8R 1B5	528-5640
<u>Drop-Ins for Women (Information)</u>	
Women's Centre, 33 Hess Street South, Hamilton, Ont. L8P 3N2	522-0127
	(call between Monday - Thursday 9:00 a.m. - 11:30 a.m. 1:00 p.m. - 3:30 p.m.)
Good Shepherd Centre, 135 Mary Street, P.O. Box 1003 Hamilton, Ont. L8N 3R1	522-9109 (call after 1:00 p.m. on weekdays).
Mission Services of Hamilton, 120 Cannon Street East, M.P.O. Box 368, Hamilton, Ont. L8N 3C8	528-4211

YOUTH SERVICES

Services directed specifically to younger people are also found throughout Hamilton. Some of these include:

AY/Alternatives For Youth,
195 Rebecca St.,
Hamilton, Ont. L8R 1C2

527-4469

Serving young people who have experienced trouble with the law:

Catholic Youth Organization,
90 Stinson St.,
Hamilton, Ont. L8N 1S2

528-0011

Offering activities of a social and recreational nature to Catholic youth.

Child and Adolescent Services,
Hamilton-Wentworth Regional Health Unit,
74 Hughson St. South,
P.O. Box 397.
Hamilton, Ont. L8N 3P6

528-1441

Locke Street Youth Services,
162 Locke St. South,
Hamilton, Ont. L8P 4A9

529-3019

Supporting local youth and community by establishing services and programs geared to their needs.

COMMUNITY INFORMATION

Community Information Service,
42 James St. North, Suite 609,
Hamilton, Ont. L8R 2K2

528-0104

Social Assistance Resource Service (SOARS)

42 James Street North, Suite 609
Hamilton, Ont. L8R 2K2

522-0640

PART 3

OPPORTUNITIES IN EDUCATION AND EMPLOYMENT

The following section outlines major services available to F.B.A. recipients who are thinking about going back to work or school.

The information is very general, but should be a good starting point for your questions.

The education options listed are "upgrading" courses necessary before returning to the work force or moving on to a better job.

The Ministry of Community and Social Services (COMSOC)
100 Main Street East, 39th Floor,
Box 870,
Hamilton, Ont. L8N 3X8
Phone: 526-9300

The Ministry of Community and Social Services offers two basic services to F.B.A. recipients considering employment alternatives.

Job Placement and Training Services:

Here, information is provided on the available resources in Hamilton which might aid working mothers with their employment goals. Assistance is provided through counselling and referral - the COMSOC counsellor will assist clients in preparing for jobs by pointing out services and courses which are available to them, e.g., Focus for Change or refer clients to employment placement agencies, usually providing some follow-up and support services. Financial information is also provided which explains the effects of work earnings on F.B.A. income.

If you are interested in this service, contact the COMSOC counsellor at 526-9300 Ext. 289.

Vocational Rehabilitation Services:

Available to persons suffering from an emotional or physical disability (a doctor's certificate is needed) this service offers counselling, assessment and job placement services along with information on financial assistance available for re-training purposes.

For further Vocational Rehabilitation Services information, contact the COMSOC offices at 526-9300.

Canada Employment Centre (C.E.C.)
11 Rebecca Street,
Hamilton, Ontario. L8R 3H7
Phone: 523-2211

The Services at the C.E.C. are designed to assist job-seekers in obtaining a career direction and employment in their chosen occupation.

Counselling and assessment services at the C.E.C. help the client to chose an employment field best suited to their interests and skills level.

A variety of employment choices are presented through various programs, one of them being CHOICES, which assists people in making career decisions by using a computer. To follow this up, a program

Such as C.J.S.T. (Creative Job Search Techniques) may help a client find a job, by offering them hints useful to their job-search.

The C.E.C. offers many job training programs including:

- English as a second language (for new Canadians or French Canadians).
- Skill Training Programs.
- Academic upgrading to reach the necessary academic levels for entry into a skill training program.
- Job Readiness Training Programs; such as: Introduction to Non-Traditional Occupations (INTO)

INTO:

- is a program designed to expose women to occupations traditionally held by men through classroom instructions and industrial work experience.

While going through these training programs - in the classroom or on the job - you are paid a training allowance tuition by Manpower. This includes an allowance for the costs of child care and transportation - your medical benefits under F.B.A. are maintained.

When you are ready to approach your local C.E.C. office be prepared, to ask about:

- tests for assessing your skills
- job opportunities in the Hamilton area
- non-traditional occupations
- skill training for future job markets
- what employers are demanding from employees in skills, education and work experience.

Be prepared to give the following information:

- social insurance number
- past and present employment information
- school background
- special interests, hobbies, volunteer work information
- career/employment plans.

For further information on C.E.C. programs, contact the Women's Employment Co-ordinator (at the Rebecca Street offices) - 523-2211.

Other Hamilton branches of the C.E.C. may be found at:

845 Upper James Street
Hamilton, Ont. L9C 3A3
Phone: 389-2231

199 Parkdale Ave. North,
Hamilton, Ont. L8H 5X3
Phone: 545-5851

On Campus at:

McMaster University
Phone: 525-9140

Mohawk College
Phone: 385-5140

Other job-training courses available in Hamilton:

Focus for Change,
Brantdale Campus,
15 Brantdale Ave.,
Hamilton, Ont. L9G 1B6
Phone: 389-7556

A program designed for women on F.B.A./G.W.A.., co-sponsored by the C.E.C., COMSOC, and Mohawk College, which combines academic upgrading and life-skills training in a course which prepares women on social assistance for employment. (Academic upgrading is available from Grades 1-10.)

Focus for Change works with women over a 20-40 week period (depending on their previous education) and operates out of two locations (Brantdale Campus on the Mountain and the Red Hill Centre in the east end of Hamilton).

While you attend the course, your benefits are continued. As well, Regional Social Services provides students with a bus pass and covers day care costs. (See Day Care - page 14). Local transportation costs are also covered. Child care arrangements must be made by the student (see Day Care). Referrals can come from any source. For more information on the program call Mohawk College, Brantdale Campus, 389-7556.

Linking of Needs and Resources (L.O.N.A.R.)
50 Murray Street West,
Hamilton, Ont. L8L 1B3
Phone: 525-8240

A self-help program for men and women which prepares participants for jobs through classroom and work related activities is carried out at LONAR.

LONAR Participants are given individual attention by their work supervisor and classroom supervisor, who help them to set work goals and achieve them.

While on the LONAR program, you continue receiving your benefits and have transportation costs taken care of - child care must be arranged by the student. Referral of students to the LONAR program should be made in consultation with clients Regional Social Services field worker.

Apprenticeships:

If after making a career decision, you want to enter an apprenticeship program, you should contact:

The Apprenticeship Branch,
Ministry of Colleges and Universities.
Phone: 527-9105

Here, you can receive some career-counselling and skills assessment from a counsellor. They can also help you negotiate a contract with an employer willing to train you - the onus is on you to find a job placement.

Citizen Action Group (C.A.G.)
79 Erie Avenue,
Hamilton, Ont. L8N 2W5
Phone: 528-9803 or 528-8713

Citizen Action Group is a community-based employment preparation and placement service for individuals who are experiencing difficulty in finding and/or keeping employment. Employment information is provided by C.A.G.'s counsellors, who work on a one-to-one basis, covering such topics as:

- 1) realistic goal setting
- 2) resume preparation
- 3) sample company application forms
- 4) organized job search skills
- 5) interview skills
- 6) pre-employment and skill training programs offered by the federal government, provincial government, and regional government
- 7) referral to job vacancies
- 8) 5 month follow-up.

All services offered by C.A.G. are free of charge: appointments are not necessary. Office hours are:

Monday - Thursday 8:30 - 12:00 1:00 - 5:00
Friday 8:30 - 12:00 1:00 - 3:00

Drop in to the office at 79 Erie Ave. or call 528-9803 for further information.

Colleges and Universities:

If you decide to go back to school full-time, there are a number of things you should know about your financial situation.

Usually, an F.B.A. recipient returning to school is eligible for a loan and grant under the Ontario Student Awards Program (O.S.A.P.) - limited by the same restrictions imposed on all students. To be eligible for O.S.A.P. money, you must be taking at least 80% of a full course load at a recognized school. O.S.A.P. will take into account the following costs when calculating your loan: fees, books and equipment, board, local travelling expenses and child care costs.*

For part-time students on F.B.A., money is available under the Ontario Special Bursary Program (O.S.B.P.) as well as O.S.A.P. Under O.S.B.P. you may receive a bursary covering the costs of tuition, books and equipment.

*Single parents at school full-time are eligible for \$100. per child per term for child care expenses.

If you are interested in attending a college/university, you should approach the student counselling offices at the school of your choice - talk to the Student Awards Officer for clearer information on O.S.A.P. and your financial situation.

It is also recommended that you talk to your field worker.

In Hamilton, there are two post-secondary schools:

Mohawk College of Applied Arts and Technology - Phone: 389-4461

Student Counselling Services Ext. 327 Ext. 328

Student Awards Officer Ext. 383

McMaster University - Phone: 525-9140

Student Counselling Services Ext. 4711
Student Awards Officer Ext. 439

At McMaster University, a group of single parents have formed the Single Parent's Action Group (S.P.A.G.). They offer single parents assistance in dealing with financial, academic and personal difficulties arising from the return to college or university. They may be reached at the following address:

Single Parent's Action Group (S.P.A.G.)

c/o School of Social Work,
McMaster University,
1280 Main Street West,
Hamilton, Ont. L8S 4M2

or

Phone: Elaine 637-0773
 Gayle 689-4904

Note: McMaster University's "School of Adult Education" on occasion offers programs which might be of interest to sole support moms, e.g., Career Development for Women.

For further information contact the School of Adult Education - 525-9140 Ext. 4321.

Other Employment Considerations:

Private employment agencies have not been mentioned although their listings might be found in the yellow pages of the phone book under "employment agencies".

Employment agencies offer counselling and testing service (usually for a fee) and require some payment (either from employers or employees) for making a job placement.

Employment agencies differ from employment services offering temporary manpower to other businesses.

Whoever your employer is, remember that your rights as an employee are protected in the work place by laws.

The Employment Standards Act outlines protections dealing with:

- minimum wage
- vacation, holiday and overtime pay
- maximum working hours.

You should also be receiving equal pay (to men) for equal work. If you are in a union you can approach your shop steward for information.

If you are not in a union, and would like further information about your rights in the work place, you can send for a copy of "Ontario Labour Legislation of Interest to Working Women" from:

Women's Bureau,
Ontario Ministry of Labour,
400 University Ave.,
Toronto, Ont. M7A 1T7

If you think your rights have been abused, phone your nearest legal aid clinic (listings included) or contact the local Employment Standards office at 522-2951.

COMMUNITY PERMANENT PART TIME WORK COMMITTEE
153½ King Street East Hamilton, Ontario. L8N 1B1

522-1148

We would appreciate it if you would answer the following questions - it will help us to improve this handbook. Mail this sheet back to us - Thanks.

1. Please check off the parts of the booklet which you found useful.

<u>YOUR RIGHTS UNDER MOTHER'S ALLOWANCE (F.B.A.)</u>	<u>Useful</u>	<u>Not Useful</u>
Are you eligible.....	()	()
How to get Family Benefits.....	()	()
How to appeal.....	()	()
How Much.....	()	()
Overpayments and other problems.....	()	()
And further.....	()	()

SERVICES WITHIN YOUR COMMUNITY

Emergency services.....	()	()
Emergency Accommodation.....	()	()
Food and Clothing.....	()	()
Housing services.....	()	()
Non-Profit housing.....	()	()
Parenting services.....	()	()
Health services.....	()	()
Credit counselling.....	()	()
Advocacy services.....	()	()
Day Care.....	()	()
Community and Neighbourhood services.....	()	()
Youth services.....	()	()
Community information.....	()	()

OPPORTUNITIES IN EDUCATION AND EMPLOYMENT

The Ministry of Community and Social Services.....	()	()
Canada Employment Centre.....	()	()
Citizen Action Group.....	()	()
Colleges and Universities.....	()	()
Other Employment Considerations.....	()	()

2. Is there any information you would have liked to see which was not in the booklet and/or are there any improvements/changes which could be made to make the handbook better?
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